

SECRET

FILE

*Meetings*  
*(minutes)*

MINUTES

DD/S STAFF MEETING

7 July 1970

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2. A memorandum has been sent to each Office explaining the schedule for the spouse's briefing and visit to Headquarters. It is essential that those employees agreeing to come to a specific session do show up so we have a full house. Each Office Head or Deputy should be present at both sessions on 11 July; they will be introduced by Mr. Bannerman and should be seated with their wives in the first two rows. Offices in Rosslyn as well as Langley can be visited by spouses. Because the schedule for the two visits on 11 July is fairly tight, all attendees should be instructed to arrive on time. Mr. Bannerman asked [ ] to have a Security Officer on duty in each building to be visited. Lunch will be served in the north cafeteria only. -- There was some discussion regarding the reaction of employees to the invitation, and of whether summer was the best time to have scheduled the visits.

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3. In discussing job-related attitudes and opinions of employees as reported by the Inspector General, Mr. Bannerman referred to the Executive Director's memorandum of 23 June 1970 (DD/S 70-2594) and asked for suggestions regarding further improvements. [ ] reported that OS is asking employees to report their desires regarding future assignments and replies are being made directly available to the career board. Mr. Wattles plans to meet with a group of 25-30 young professionals and ask for their recommendations; he believes that perhaps insufficient attention is being given to upward communication. [ ] reported that OTR is attempting to improve communications through more meaningful work assignments. Mr. Bannerman asked Office Heads to give some thought to various possible approaches and be prepared to discuss the subject at the next meeting.

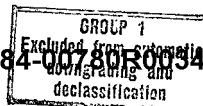
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4. [ ] discussed the Agency's Co-op program, expanding on the information contained in Mr. Bannerman's memorandum of 29 June 1970 (DD/S 70-2324). Six universities now have Co-op programs in Accounting and Business Administration. Mr. Bannerman asked Office Heads to think

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over the possible use of Co-op students within their Offices and report any interest they may have.

5. Careful attention must be given to insuring coordination of appropriate matters with Chiefs of Clandestine Service Divisions. When messages to field stations may have sensitive political implications, any Support Office involved should insure that the Division Chief is notified in advance.



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Support Operations Staff/DDS

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RJP:ng (10 July 70)

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